

Community Development Representative –Crosswinds Posting

Date Posted: 12/29/2014

Closing Date: Application materials must be postmarked by January 5, 2015

Job Classification: State Program Administrator, Senior

Working Title: Community Development Representative

Hiring Agency: Perpich Center for Arts Education

Location: Crosswinds Middle School – Woodbury, MN

Salary Range: \$20.92-\$30.68 per hour

Employment Condition: Full-Time, Temporary through June 2016

Job Duties:

This position serves as the primary marketing liaison with external and internal constituents serving Crosswinds, Outreach Services and the Teacher Training Institute. The position establishes corporate and community relationships, represents the school and agency at public events, manages volunteer recruitment, provides communications expertise to school leadership and understand the complex and growing demographics of the area served by a school focused on integration.

The community outreach performed by the incumbent in this position requires some travel and working evening and weekend hours.

Minimum Qualifications:

Candidates must clearly demonstrate all of the following qualifications in their resume:

- Bachelor's degree in Communications, Marketing, Public Relations or related field.
- Demonstrated knowledge of strategic communications.
- Experience working with school programs and parents.
- Knowledge of media relations.
- Experience in parent and other school stakeholder relations.
- Advanced knowledge and skills in social media and associated formats.
- Advanced communication and writing skills, with excellent capabilities to assess situations and provide counsel to leadership.
- Impeccable ethics and ability to maintain confidentiality
- Working knowledge of the culture, families, and demographics of the east metropolitan area.

How to Apply:

Submit a cover letter and resume by email to: Cassandra DuRose at Cassandra.durose@pcae.k12.mn.us

or by mail at:

Cassandra DuRose – Human Resources
Perpich Center for Arts Education
6125 Olson Memorial Highway
Golden Valley, MN 55422

A f f i r m a t i v e A c t i o n / E q u a l O p p o r t u n i t y E m p l o y e r
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